GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Welfare Department – Standard Operating Procedure (SoP) on "Social Audit of Caste Survey of Scheduled Castes" – Orders – Issued.

SOCIAL WELFARE (CV) DEPARTMENT

G.O.Ms.No.91 Dated:20.12.2024.

Read the following:

Ref: 1. G.O.Rt.No.03, Planning(XII) Department Dt.09.01.2024
2. e.file bearing Computer No. 2646966 received from DSW, AP.

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O R D E R:

In the G.O. 1st read above, Government have issued orders to conduct Survey for collecting comprehensive Caste based data relating to Socio Economic conditions. Accordingly, during the year 2024(January / February) Caste Survey was conducted by the Government through GSWS Department.

2. In the circumstances reported by the Director of Social Welfare, A.P. in the reference 2nd read above, Government after careful examination of the matter, hereby issue the Standard Operating Procedure (SoP) on "Social Audit of Caste Survey of Scheduled Castes":

STANDARD OPERATING PROCEDURE – SOCIAL AUDIT OF CASTE SURVEY OF SCHEDULED CASTES

Introduction:

- There is a need to validate the Caste Survey of Scheduled Castes through Social Audit and to finally publish the Caste Survey details of Scheduled Caste in the State.

- The Social Audit and Publication of Caste Survey is intended for better policy formulation and to ensure better service delivery to the targeted beneficiaries. Hence, the following Standard Operating Procedures (SoP) are prepared.

Objective:

- It is proposed to conduct a Social Audit of Caste Survey in respect of Scheduled Castes across the State. This initiative involves compiling and publishing details of Scheduled Castes obtained in the Caste Survey, at local administrative units such as the Secretariat and Panchayat offices. These lists contain information regarding Socio, Economic, Education details of the Scheduled Castes.

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- The primary objective of this Audit of the Caste Survey is to create up-to-date record of the demographic distribution of Scheduled Castes within the state.

- The publication of these lists is expected to enhance transparency and allow citizens or any third party to verify and correct their information if necessary. The government will establish a mechanism for grievance redressal to address any discrepancies or objections raised by the citizens regarding the recorded data.

The following Standard Operating Procedure (SoP) is prescribed for Social Audit of Caste Survey of Scheduled Castes conducted.

Standard Operating Procedure (SOP):

(I) Publication of the Caste Survey list of Scheduled Castes:

The Government will publish the Caste Survey details list through the Village and Ward Secretariats in the prescribed format. Citizens or any third party can raise grievances or objections regarding the information provided in the list. The Village Revenue Officer (VRO) of the respective secretariat shall collect grievances or objections from citizens or any third party and digitize them on the portal.

(II) Verification:

Once grievances or objections are received, the Village Revenue Officer (VRO) shall conduct a field inquiry on the issues raised. Based on the findings, the Village Revenue Officer (VRO) shall prepare and submit recommendations to the Revenue Inspector. The Revenue Inspector (RI) shall verify the VRO's recommendations, ensuring that all aspects are considered. The Revenue Inspector shall forward the verified recommendations to the Tahsildar (MRO) for necessary approvals.

The Tahsildar shall review the remarks and recommendations from both the Revenue Inspector and the VRO. Upon completing the review, the Tahsildar shall upload the final decision in the portal.

(III) Publication of the final Caste Survey details of Scheduled Castes:

Once all the grievances or objections are addressed and resolved, the final list, reflecting any necessary changes, shall be published in the respective Village & Ward Secretariats and Panchayats.

(IV) Roles & Responsibilities:

Following are the Roles & Responsibilities of the various functionaries proposed for effective conducting of Social Audit of Caste Survey of Scheduled Castes Programme:-

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Sl.No.	Designation	Activities
1.	Secretariat Staff (VRO/WRS, PS/WAS) (Verification Officer-1)	**VRO/WRS:** • Shall be responsible for downloading the list from the web portal and publishing at Secretariat. • Shall collect the grievances or Objections from the Citizens or any third party. • Shall upload all the grievance or objections in the portal and provide acknowledgement. • Shall conduct necessary enquiries and submit recommendations to Revenue Inspector. • Ensure that all the lists are properly visible. • All physical copies of lists, grievances, objections shall be maintained at secretariats for any future correspondence. **PS/WAS**: • Ensure that stationery is adequately placed for printing of lists. • Wide publicity to the citizens about the program at secretariat level. • Overall coordination at Secretariat with all the stakeholders.
2.	Revenue Inspector (RI) (Verification Officer-2)	• Shall verify the grievance or Objections raised by Citizens or third party. • Shall verify the recommendations of the VRO's and conducting field enquiries if necessary • Shall forward the grievance or Objections to the Tahsildar with remarks/recommendations • Monitor the program and providing technical/functional support to VRO's and Secretariats.
3.	Tahsildar (MRO) (Verification Officer-3)	• Conduct training and capacity-building programs for all the Secretariat staff and Revenue Inspectors. • Shall verify the grievance or Objections raised by Citizens or third party. • Shall verify the recommendations of the RI and VRO's and conducting field enquiries if necessary • Monitors the program and providing technical/functional support to Secretariat/ Mandal level staff. • Shall conduct field visits to monitor the effective implementation of the Caste Audit program.

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4.	Revenue Divisional Officer (RDO) in co-ordination with the District SC Welfare & Empowerment Officer (DSCW&E.O)	• Monitors the program and providing technical/functional support to Secretariat/mandal level staff. • Shall conduct field visits to monitor the effective implementation of the Caste Audit program. • Shall make sure that all the grievance or Objections are addressed within the stipulated time. • Overlooking the entire program and final lists publication.
5.	District Collector	• Ensures the availability of necessary infrastructure, resources, and facilities at the Secretariat. • Appoints task forces to conduct surprise visits during the period of Caste Survey Audit. • Reviews the progress of the program, address any challenges or bottlenecks, and provide necessary guidance and support to overcome them. • Shall ensure that, final lists have been published in all the Secretariats.
6.	Constituency special officers	• Appointed by District Collector for this purpose. Participate in all the program trainings, awareness sessions, etc. • Visit the Secretariats randomly and give feedback to the District Collectors.
7.	Verification Officers Assistant Social Welfare Officers (ASWOs)	• Shall be responsible for verifying the correctness of the published data at secretariat level. • Shall report if any discrepancies in the data published. • Minimum of (50) cases shall be verified randomly in the jurisdiction allotted.
8.	GSWS Department	The following software modules shall be developed: • Web module for downloading the lists (Preliminary and Final) • Web module to digitize e the grievance or Objections received from Citizen or Any third party. • Workflow creation for Grievance redressal • Mobile App for verification officers. • Dashboards for monitoring the grievance redressal and final list publishing. • Consolidation of data Providing technical support to line Departments/Districts on software related matters.

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(V) Timelines:

The following time lines was fixed for completion of the process of publishing of the Caste Survey report.

Sl.No.	Activity	Times Lines / Date
1.	Publishing the Caste Survey data of Scheduled Castes in respective Village & Ward Secretariats	26.12.2024
2.	Calling for objections from the Public	26.12.2024 to 31.12.2024
3.	On-lining of the objections received and verification of data	26.12.2024 to 06.01.2025
4.	Publication of the Final Caste Survey data in respective Village & Ward Secretariats	10.01.2025

3. The GSWS Department is requested to provide functional requirement to their Village/Ward Secretariats till completion of social audit of caste survey of Scheduled castes.

4. All the Officers concerned shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. KANNA BABU
SECRETARY TO GOVERNMENT

To,
The Special Chief Secretary/Principal Secretary/ Secretary to Government, Revenue, GSWS Department, Planning Department, Finance Department.
The Director of Social Welfare, A.P.Tadepalli.
The Director, GSWS Department.
Sri Rajiv Ranjan Mishra, I.A.S.(Retd.) One Man Commission.

Copy to:

The Secretary, A.P. State Commission for SCs.
The VC&MD, APSCCFC Ltd, Tadepalli.
The PS to Minister for SW.
The PS to Chief Secretary to Government, Govt.of AP.
The PS to Secretary to CM.
The PS to Secretary, SWD
Sf/Sc.

// FORWARDED:: BY ORDER //

SECTION OFFICER